



## **Request for Proposal**

**April 14, 2016**

**RFP # 7550522**

**Title: Consultant Forester to Prepare Community Wildfire Protection Plan**

**Submission Deadline: May 13, 2016 at 2:00 PM (ET)**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than **Monday, April 25, 2016 at 5:00 PM (EDT)**. Questions should be submitted in a Microsoft Word attachment. Please reference **RFP #7550522** on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Surety Required: No  
Bond Required: No

**GAIL WALSH  
CHIEF BUYER**

### **NOTE TO VENDORS:**

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

The Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Environmental Management (RIDEM) is soliciting proposals from qualified consulting foresters and qualified contractors to write a Community Wildfire Protection Plan. This is requested in accordance with the terms of this Request for Proposals and the State of Rhode Island's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

#### INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of the RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, who will assume responsibility for all aspects of the work.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) - § 28-5.1-1 Declaration of Policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website at [www.mbe.ri.gov](http://www.mbe.ri.gov).

## SCOPE OF WORK

RIDEM is interested in obtaining a Community Wildfire Protection Plan for the Prudence Island Community of the Town of Portsmouth, Rhode Island. This plan must meet the goals and visions of DEM, Prudence Island Volunteer Fire Department and project partners. In addition to the plan DEM and local partners are looking to conduct a series of prescribed fire fuel reduction treatments. Project is anticipated to begin in July of 2016.

### **Component 1:Community Wildfire Protection Plan**

The plan must address the minimum requirements for CWPPs as described by the Healthy Forests Restoration Act with further development of priorities listed below:

#### **Community Priorities**

The plan preparer will consider, describe and evaluate the following CWPP components:

#### **Assessment**

The following components must be assessed:

##### **-Hazard Risk Assessment (Identify, Map, and Prioritize)**

- a. Locations of concentrated Structural Vulnerability
- b. Locations of High Hazard Fuel Loading- Data must be ground truth
- c. Locations of High Ignition Risk (Human activity or other ignition source)
- d. Address and describe future fuel/forest condition (20 years)
- e. Local Emergency Preparedness and Capabilities
- f. Locations of tactical Significance

##### **-Water Supply Assessment**

- a. Describe Current condition and capacity
  - Areas in need of water supply improvement
  - Equipment capacity and limitations
  - Expected life of current facilities/ apparatus/ equipment
- b. Define Water Supply Goals
  - Amount of water
  - Distance/Time between Water sources
  - Apparatus/Equipment/ Facilities upgrades and capacities
  - Training of Local Fire personnel and Mutual Aid Units
  - Expected life of planned facilities/ apparatus/ equipment

##### **-Fuel Reduction Priorities**

- a. Describe Desired Future Condition
- b. Describe untreated Future Condition for Identified Hazard areas
- c. Outline Specific hazard areas, treatments and identify ownership

-Structural Ignitability

- a. Outreach options and priorities
- b. General Ideas: evaluate for feasibility, cost and priority
  - example: chipper days, landscape material cost sharing program, etc.

-Local Response Capabilities

- a. Training priorities
- b. Equipment priorities
- c. Possible tactics to develop

Assessment Notes-

Treatment blocks/project areas must be identified based on proximity to tactical priorities (the protection of life, property, and environment) and dominant fuel types.

Remote sensing fuel data must be ground truth as scale of treatment blocks requires allowing for accurate classification and delineation.

Fuels data and treatment block delineation is to be reviewed for accuracy and scale at the mid project meeting by state and local partners.

Home assessment data may or may not available from State Division of Forest Environment.

**Priority Matrix:** for the purpose of clarifying goals and objectives of future projects and funding

-Specific projects must be outlined and described in detail in the following areas and ranked in priority within each group and in overall priority.

1. Water supply priorities
2. Fuel treatment/reduction priorities
3. Structural ignitability priorities
4. Local response improvement priorities

Management recommendations and alternative strategies, consistent with landowner objectives, will be provided to protect or enhance all resource elements that are present. Prescriptions or treatments must be stand or site specific. An ownership map drawn to scale, or photo, that accurately depicts vegetation cover types (forest and fuel types), hydrology and other significant land management related resources with a legend, is required. Other maps required include: a general home risk assessment map, Water supply map and fuel hazard assessment map of the Prudence Island community.

## **Collaboration**

A minimum of three community meetings must be conducted to facilitate community collaboration and involvement.

## **Planning and Review Meetings**

A minimum of 3 meetings will take place with project partners as outlined below.

1. June 2016 - Initial partner meeting
2. August 2016 - CWPP Draft Review Meeting
3. Fall /Winter 2016 - Final CWPP review meeting

## **Component 2: Prescribed Fire Implementation**

The objective to the component is to complete 2 full days (Operational Periods) of burning and one prep mobilization.

While limited assistance is available from the state and local resources the selected contractor/ consultant is expected to be operationally self-sufficient (Including equipment and Qualified Personnel).

Contractor/ Consultant will be responsible for all bum unit/ Operational period related outreach unless otherwise specified by project partners.

The preparation mobilization is to be used in the case that a bum operation is unsuccessful and must be canceled prior to completion. If the first two Operational Periods are successful then this prep mobilization will be used to do ground work for additional future bums. Task related to this prep mobilization will be approved by state or local project partners before it commences.

Burn units will be selected as recommended by CWPP Draft and feasibility.

You may find the link listed below as a useful reference.

<http://www.fs.fed.us/projects/hfi/field-guide/web/index.php>

<http://www.stateforesters.org/preparing-community-wildfire-protection-plan-handbook-wildland%E2%80%93urban-interface-communities-2004>

**Contract Period**

The term of any award resulting from this request shall be from approximately June 30th 2016 to September 30th, 2019 with the following completion deadlines.

**CWPP Component**

Competition by December 2016

Draft submission due by August 2016 for review

**Prescribed Fire Component**

First Fuel Reduction to be complete Summer/ Fall season 2016 pending weather conditions and burn unit objectives

Burns and prep mobilization to be completed by June 30th, 2019

**Compensation and Payment Terms**

Full payment will be made when final Community Wildfire Protection Plan and Two burn operations and one prep mobilization have been completed.

**Performance Evaluation**

During the development of the Community Wildfire Protection Plan at least 3 meetings between vendor and DEM will be conducted to evaluate the vendor's progress towards meeting the Community wildfire Protection Plan's goals and vision.

**Completion and Acceptance Criteria**

- Deliver a final Community Wildfire Protection Plan
- Complete two burn operations and one preparation mobilization

NOTE: TECHNICAL AND COST PROPOSAL documents will be submitted separately.

Proposal format will include:

- 1) Technical Proposal information presented first based on elements described below
- 2) **Separate sealed** Itemized Cost Proposal documentation.

Consistent with the Scope of Work (SOW) described in this proposal the Technical Proposal content must include, at a minimum, the following information for RIDEM to review:

**BACKGROUND AND PREVIOUS EXPERIENCE:**

Company Introduction: Respondents are to include a complete description and other relevant information documenting organizational structure and the agency's expertise relative to the service requested.

Relevant Experience: Respondents are to include a comprehensive listing of similar plans and projects for state government /municipal agencies. In addition, respondents should list similar projects and/or clients served similarly in concept to the project being proposed.

**ORGANIZATION AND STAFFING:**

Staff Qualifications: Respondents are to include an overview of experienced personnel presently on staff, prior experience and/or qualifications of key personnel to be assigned to the project. Staff assignments and concentration of effort for each staff member are to be addressed. Respondents must demonstrate that staff has acquired knowledge and a depth of experience in the proposed technologies.

Sub-Consultants: As applicable, disclosure of any sub-consultant agencies' organizational structure and business background as well as the type of work they will perform must be documented in response to this RFP. Full disclosure of the proposed team to be assigned to this project is required in the Technical Proposal.

**PROJECT WORK PLAN:**

Work Plan: Proposals must include a project plan including a statement of scope (both what is in-scope and any exceptions which the vendor proposes are out of scope), identification of all roles and responsibilities for the project, proposed staffing plan, key risks, a schedule, and detailed budget along with any other related documentation the vendor feels is relevant to the project plan. Project plans must include a deliverables based work breakdown structure identifying all top level deliverables, all work to be completed by vendor, and any work the vendor assumes the State will be completing.



COST PROPOSAL:

Cost proposal prices submitted will be considered firm and fixed.  
The cost proposal may include additional services that the contractor believes will benefit the Department and the overall final product.

PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasng.ri.gov](mailto:gail.walsh@purchasng.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550522** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or [lynda.moore@doit.ri.gov](mailto:lynda.moore@doit.ri.gov).

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked **“RFP #7550522 Prudence Island Community Wildfire Protection Plan”** to:

RI Dept. of Administration  
Division of Purchases, 2nd Floor One Capitol  
Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be accepted. The "official" time clock is located in the Division of Purchases Reception area.

## RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P. generated bidder certification cover sheet downloaded from the RI Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A completed and signed W-9 downloaded from the RI Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
3. A **separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation.
4. A **separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD-Rom, disc, or flash drive). Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original."

## EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposal scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bring the potential maximum score to 100 points.

## SELECTION CRITERIA:

1. (10 Points) - Vendor Capacity, Capability.
2. (25 Points) - Experience with Community Wildfire Protection Plans
3. (20 Points) -NWCG/applicable NFFPC member agency qualifications
4. (15 Points) – Experience with writing and implementation of prescribed fire plans
5. (30 Points) - Cost.

Notwithstanding the above, the State reserves the right to accept or reject any or all options, bids, proposals, to award on the basis of cost alone, and to act in its best interest.

At any point during the review process, any proposal found to be substantially non-responsive will be dropped from further consideration.

The State may, at its sole option, elect to require presentation(s) by respondents clearly in consideration for award. Other submissions, certifications, or affirmations may be required, as appropriate.

The State reserves the right to make an award or multiple awards or to reject any or all proposals based on what it considers to be in its best interest.